

Memo

To: Durham Local Area

From: _____

Date: _____

Re: Request for Exception to \$4,500 ITA limit for Training

The purpose of this memorandum is to request approval to exceed the maximum amount for training set forth by the Durham Local Area for participant

_____.

The additional amount requested: \$_____

Justification/Reason for the Request:

☐ **Approved**

☐ **Not Approved**

WIA Adult Program Coordinator

Date

Workforce Development Administrator

Date